

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

MINUTES OF THE COMMISSIONER'S MEETING

Date: November 14, 2018

Time: 11:00 AM

Place: CMMCP Headquarters, 111 Otis Street, Northborough, Massachusetts 01532

Present: Richard Day, Dean Mazzarella, Sam Telford & Tim Deschamps. Not in attendance were Commissioners Paul Mazzuchelli and Pablo Noguera. No members of the public were in attendance.

1. Mr. Day called the meeting to order at 11:11AM by declaring we had a quorum present, and noting for the record the agenda was posted online on November 9, 2018 at 7:13AM. 3 CMMCP Commissioners were in attendance, as was CMMCP Executive Director Tim Deschamps and CMMCP Staff Biologist Frank Cornine III.

2. The minutes of September 12, 2018 CMMCP Commissioner's minutes were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Telford.

3. The following payrolls were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Telford:

Sept. 15, 2018	\$25,778.03	Sept. 22, 2018	\$24,819.96
Sept. 29, 2018	\$25,896.12	Oct. 6, 2018	\$23,238.45
Oct. 13, 2018	\$22,652.00	Oct. 20, 2018	22,652.00
Oct. 27, 2018	22,652.00	Nov. 3, 2018	22,652.00
Nov. 11, 2018	22,652.00		

Mr. Mazzarella noted that the following dates were omitted from the printed agenda but approved today: Oct. 13, 20 & 27, Nov. 3 & 13, 2018.

4. Submitted FY/19 invoices for November 14, 2018 totaling \$339,179.47 (including payroll) were approved unanimously on a motion by Mr. Mazzarella, seconded by Mr. Telford.

5. **Work Schedule:** Tim D. reports that the work crews are out performing ditch maintenance projects. We completed 1 low flow excavator job in Chelmsford. Two other excavator jobs were completed, with 3 ready to go. 18 low impact jobs were completed since we last met, with 5 currently in progress. 34 low impact projects are ready to go in 22 member communities. 969 tires were picked up for recycling since

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our last meeting, bringing the total for this program to 28,484 tires. We participated in the Zero Waste Day event in Tewksbury on September 22 and a collection event in Leominster.

6. **Old Business:** Frank Cornine gave the Commission a presentation on the GIS sprayer software. The Commission thanked Frank and commended him and all of the CMMCP staff for the implementation of this program and subsequent improvements in efficiency.

No update on the FY20 budget amount. Tim D's initial estimate for FY20 is \$2,577,745, a 3.4% increase (\$84,761).

The NMCA had their annual Field Day on Oct. 11, 2018 in Carver, MA. CMMCP employees did attend and received 2 CEU towards their pesticide license.

The SRB had a quarterly meeting on Oct. 17 at the DFW headquarters in Westboro. Agenda topics included MDAR/NHESP MOU review and the SRB support letter.

CMMCP did host members of the SRB and control districts at an open house after the SRB meeting. Frank gave a presentation on the GIS sprayer program after lunch was served.

7. **New Business:** Tim D had the 2019 meeting schedule for Commission review; the second Wednesday each month with the exception of December 2019 which conflicts with the NMCA meeting. The Commission accepted these dates, and Tim will send out the required public notices.

MDPH had their end of the season meeting on Nov. 5, 2018. Concern was noted about the increase of *Cs. melanura* larvae and associated habitat, and we were informed of a EEE horse death in East Brookfield just a few days prior to the meeting.

Tim D met with BOH members from the town of Leicester on Nov. 5, 2018 at 5:30pm. There is interest in joining our program but concerns about the annual assessment were noted.

Tim has secured a bid on the final phase of our building security. After some negotiation, he was able to reduce the price by nearly \$4,000 with no reduction in quality or work to be performed.

Tim D alerted the Commission that it may be time to review our computer network system; we are not quite at end of life yet, but we are running Windows 7 which will lose support from Microsoft in a year or two. Tim will work with our computer vendor and have more information for the Commission soon.

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The NMCA will have their annual meeting in Nashua, NH from Dec. 3-5. Office staff have applied for travel authorization and are awaiting word from Boston. All field staff will attend at least one day for pesticide CEU's.

We have mostly completed our review of surplus property to be put on the state list, Tim should have that process done in a week.

Tim D. notified the Commission that seasonal employee John Briggs has expressed a desire to become an FTE. On a motion by Mr. Mazzarella, seconded by Mr. Telford it was unanimously voted to add Mr. Briggs to our FTE staff at the earliest opportunity.

CMMCP employee John Neusch has passed the CORE license exam and Tim D notified him that brings him into the Field Technician pay scale. HR in Boston has asked for more information, and Mr. Day has signed a letter to this effect. On a motion by Mr. Mazzarella, seconded by Mr. Telford it was unanimously voted to increase the hourly rate of Mr. Neusch to \$17.09 retroactive to November 5, 2018.

The OVM lease/purchase of 5 new vehicles is progressing and we expect delivery in a few weeks.

8. Other business not anticipated by the Chair 48 hours in advance, as informational: none
9. One correspondences was received for Commission review, a letter from a resident of Tewksbury thanking us for ditch maintenance work performed on his property.
10. Public comment – none
11. The meeting adjourned at 12:09PM. **Next meeting date is December 12, 2018, location 111 Otis St.**

Approved: _____

Richard Day, Chairman, CMMCP

Date: _____

Dec. 12, 2018
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